

**Monthly Report to the Special Trustee
Office of Trust Records
April 2001**

Following are highlights of records management activities performed by the Office of Trust Records during April 2001.

SIGNIFICANT ACTIVITIES

- ❖ **Special Master Subpoena document production**—the following resources were expended this month to comply with Paragraph B requirements
 - Staff time— 441 hours
 - Costs associated with staff time— \$13,929
 - Pages produced— 29,406
 - Costs associated with pages produced— \$1,470
 - Costs associated with overnight mail— \$552
- ❖ **Noteworthy Visitors**—presentation made by the Director to staff members from the U.S. House Committee on Resources (Native American & Insular Affairs Director, and Legislative Staff, Alaska Native Issues)

STAFFING

- ❖ **Management Analyst positions** (research, develop, and implement records management policies, retention schedules; training curricula and aids, etc.)
 - Supervisory analyst filled—internal candidate selected effective May 6
- ❖ **Records Management Specialist positions** (implement records management program, BIA disposition backlog, records cleanup, etc.)
 - Supervisory specialist filled—internal candidate selected effective May 6
- ❖ **Archives Technicians positions** (search for refiled or interfiled records; receive, move, inventory, and shelf records)
 - All positions filled
- ❖ **Computer Specialist positions** (analyze, develop, and implement information technology solutions; manage projects to implement electronic records programs for BIA and OST)
 - Computer Specialist GS/5/7/9 filled—internal candidate selected effective April 22
 - One vacant 9/11/12 position to be advertised
 - One supervisory position to be classified and advertised

TRAINING

- ❖ **BIA:**
 - Presented mid-level management records awareness briefings to employees at the following locations
 - No awareness briefings conducted this month

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- Presented basic records operations training to employees at the following location
 - Office of Indian Education Programs (Chinle)—10 employees
- Records management workshops provided to employees at the following locations
 - Northwest Region—35 BIA and tribal participants
 - Great Plains Region--@ 50 BIA and tribal participants
- Director addressed 25 tribal and BIA participants at Southwest Region Budget meeting

CONTRACTORS

- ❖ **Iron Mountain Records Management Services** – prepared records for local storage or transfer to Federal Records Center
 - New Access database installed at the Albuquerque and Portland locations to be used for inventorying
 - Albuquerque Facility
 - Wind River Agency— work being completed on 650 boxes
 - Division of Accounting Management—approximately 6,500 boxes taken to the facility; inventorying work to start May
 - Portland Facility
 - Northwest Regional Office—1,500 boxes ready for inventorying; additional 680 picked up and awaiting repacking, labeling, and inventorying
- ❖ **G&G Advertising**—review and revisions made to fourth pamphlet
- ❖ **Bradson Corporation**—final draft vital records report received on April 30—undergoing review
- ❖ **Native American Industrial Distributors**—on going assistance provided with project management
- ❖ **Millican and Associates**—delivered first draft of the Electronic Records Management Policy and the Roadmap to Electronic Records Management
 - OTR currently reviewing
 - Drafts will be distributed with other OST offices after OTR review is complete

OTHER WORK (see attached internal-use chart—working copy)

- ❖ **Disposition Backlog at BIA Locations**
 - Worked with BIA locations to transfer records to Federal Records Centers or National Archives
 - Southern California Agency—1 box

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- Taholah Field Office— 8 boxes
- At the request of Western Nevada Agency conducted onsite assessment of the volume of records that will be fast packed to Lee's Summit
- Met with Iron Mountain and its subcontractor to discuss and make arrangements for conducting assessments and decontaminations, where necessary, at those BIA locations with possible hazardous environmental conditions (Hantavirus)
- Conducted bi-weekly quality assurance on work performed by Iron Mountain
- ❖ **Analyze Records Storage Requirements**
 - Completed assessments of current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities at the following locations
 - Chinle Boarding School—assessment to be completed in June
- ❖ **Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance**
 - Provided ongoing technical assistance to BIA regional and agency offices
- ❖ **Replace Historical Records With Working Copies**
 - Agreed to consider, upon submission and review of proposals, the following BIA locations as pilot projects
 - Turtle Mountain Agency
 - Great Plains Land Titles and Records Office
- ❖ **Contract for OST Imaging**
 - Initiated a procurement action to bring in an expert to complete a strategic overview of the imaging requirement to include
 - Conducting a high level analysis of industry practice and successes in the development and implementation of complex imaging systems
 - Producing an outline of issues to consider when planning large scale imaging projects with multiple purpose accessibility
 - Developing possible alternatives to imaging as a solution to records access across a wide geographic area
 - Providing references to successful imaging installations of the size and scope of OST
- ❖ **Complete Plan to Comply with Electronic Records Requirement**
 - See Millican summary under Contractors

Complete Submission of Records Control Schedules to NARA

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- IARM staff visited the following BIA locations to inventory records for use in schedule development
 - Forestry (Central Office)
 - Transportation (Central Office)
 - Realty (Crow Agency)
 - Forestry (Crow Agency)
 - Office of Trust Funds Management (Southern Plains IIM Office)
 - Transportation (Central office West)
- Continued developing the inventory database and reports
- Analyzed data received from survey and assessment work sheets

- ❖ **Conduct Cyclic Evaluations of Records Programs**
 - Completed a records program evaluation at the following BIA locations
 - Chinle Boarding school—evaluation to be completed in June

- ❖ **Establish Life Cycle Database (Inventory) for Trust Records**
 - Prepared and delivered five microcomputers to Iron Mountain to facilitate inventorying Division of Accounting Management records
 - Loaded Operating System Software (Windows 98)
 - Set up peer-to-peer network among the five microcomputers
 - Loaded Microsoft Office 2000
 - Loaded and set up the Inventory Database
 - Loaded Access 2000 on Division of Research Litigation and Settlement microcomputers; provided connectivity to the OTR Inventory and the Secure Inventory 2000
 - Began analyses of remaining inventories in preparation for conversion to OTR Inventory

- ❖ **Establish Pilot Project(s) for Electronic Record Keeping**
 - No activity this month